

April 15, 1954

Minutes
Officers' Meeting
March 22, 1954, New York City

Attendance

Brooks Potter, President
Harleigh Trecker, Secretary
Arch Mandel, Treasurer
Arthur Altmeyer, President Nominee for 1955
Frederick I. Daniels, Chairman of Subcommittee A

Staff

Joe R. Hoffer, Executive Secretary
Ruth M. Williams, Asst. Executive Secretary

Brooks Potter, presiding

I. Approval - Agenda

The agenda for the meeting was approved in the form in which it had been distributed.

II. Information - Report on administrative developments since last meeting

The Executive Secretary reviewed the administrative report which had been distributed in advance with the agenda. Special attention was given to the matters mentioned below.

Publications. The Executive Secretary reported that the Health Publications Institute had just informed the Conference that it would be unable to publish the volumes of 1953 Selected Papers in Casework and 1953 Selected Papers in Group Work and Community Organization. Mr. Hoffer presented the sales figures for the 1951 and 1952 volumes which had been received from the Institute. These indicated a substantial falling off of sales in 1952, which he attributed to (1) the late publication date of the 1952 volumes, (2) the fact that the Institute, because of its precarious financial position had done little or no promotion on them, and (3) the reduced promotion carried on by the Conference.

The Officers agreed that, in accordance with the decision of the Executive Committee in November, the staff should consult with Columbia University Press about taking over the publication of these volumes. It was decided that the two 1954 volumes should include papers delivered at both the 1953 and the 1954 Annual Forum and that in the future it would probably be desirable to issue the books on a biennial basis.

Program of 1954 Annual Forum. Mr. Potter reported that there were still two General Sessions speakers to be secured: an industrialist or business man to speak on Wednesday evening, May 12, and a second person to speak with Mayor Clark

of Philadelphia on "The Role of Government in Social Welfare" on Wednesday morning. The Executive Secretary pointed out that a review of all the meeting plans of the Sections, Common Service Committees and Associate Groups revealed that there was no important representative of the Administration on the program. After some discussion the Officers agreed that it would be desirable to have an Administration representative as a speaker on Wednesday morning, preferably Mr. Rockefeller or Mr. Perkins. Several suggestions were made of industrialists who might be invited for Wednesday evening.

III. Election - Members-at-large of Program Committee

Leland Bradford of the National Education Association and Francis W. Hatch of Boston were elected as member-at-large of the Program Committee for three-year terms to replace Melvin A. Glasser and Mrs. Clarice Pernock, whose terms of office expire at the conclusion of the 1954 Annual Forum.

IV. Consideration - Statement on forum function of the N.C.S.W.

Mr. Daniels read a revised draft of a statement on the forum function of the Conference which he had prepared on the basis of the discussion by the Executive Committee in Columbus in November. He reported that he had circulated this to all the members of his Subcommittee and also to the other members of the Executive Committee who had expressed themselves most strongly on the matter. He summarized the replies received, which ranged from complete approval to strong disagreement. He indicated that several persons, while expressing their general sympathy with the idea of broadening the interpretation of the forum function, felt that the Constitution would have to be revised before further action could be taken.

The Officers discussed the matter at some length without reaching any final conclusions. A number of points were raised, which Mr. Daniels was asked to call to the attention of his Subcommittee in preparing their report for the May meeting of the Executive Committee. These included the difficulty which the Conference would have in developing a mechanism for referring (or transmitting) important issues or problems to the appropriate groups for action. It was suggested that one possibility would be to ask the Section and Common Service Committee chairmen immediately after the Annual Forum to prepare brief summaries of the important issues raised in the meetings under their jurisdiction, which could be printed in the Conference Bulletin.

Another suggestion was that instead of trying to develop a statement of principle about the steps the Conference should take to ensure action on important issues discussed in its meetings, a descriptive approach might be attempted. This would involve the preparation of a statement (and perhaps publishing it in the Bulletin) summarizing the kinds of coordination which exist at the present time between the regular Conference sessions and the Associate Group meetings and outlining what more could be done in this direction. It was proposed that such a statement might then be discussed with the Associate Groups to get their views as to ways of making better and more effective use of material appearing on the Annual Forum program. In this connection it was pointed out that unless the action bodies (the national organizations) wished to act on particular issues, it was doubtful that the fact of the issues being referred to them by the National Conference would result in any action. The point was also stressed that perhaps the most important step the Conference could take would be to ensure that vital and controversial issues were included on Annual Forum programs, so that the meetings would be alive and related to the concerns of the action bodies.

There appeared to be a consensus that the forum function consists of something more than a set of meetings once a year and there is a need for continuing attention to important issues and for action on them. The question is how to ensure this. The Officers agreed that before anything further was done on this matter (such as adoption of a policy statement), the Executive Committee should discuss it again and steps might need to be taken to determine the thinking of the Conference membership.

V. Action - Report on Associate and Special Groups and Exhibitors

The request of the Common Council for American Unity for an exemption from the Associate Group assessment for 1954 was approved. The Officers indicated that it would be helpful in evaluating similar requests in the future if the staff would prepare for the May meeting a summary report on the situation of each Associate and Special Group with respect to payment of the assessment over the past three years.

✓ The National Association for Retarded Children was approved as a noncommercial exhibitor for 1954 and the Brown Schools in Texas (for disturbed children) were approved as a commercial exhibitor.

✓ No final action was taken concerning the Veterans of Foreign Wars National Home as an exhibitor in view of the fact that no application had been received. However, it was suggested that in the event the Home did apply, the advice of such individuals as Mrs. Geneva Mathiasen and Miss Ollie Randall should be sought before reaching a decision.

Mr. Hoffer summarized briefly the history of the relationship of the Conference to the Human Betterment Federation and Human Betterment Association and stated that both organizations had at various times applied to be exhibitors and had been turned down. The Human Betterment Association had indicated that it might apply this year but no formal application had come in.

After some discussion the Officers agreed that any application for 1954, if received, should be turned down on the ground that sufficient time for study was not available. However, the staff should attempt to find out whether any application for 1955 was contemplated by either organization, and if so, a study should be initiated at once so that the Executive Committee would have a basis for reaching a decision in November, 1954.

It was agreed that any other applications received between now and the time of the Atlantic City Annual Forum should be acted on by the Executive Secretary after consultation with the President.

VI. Consideration - Rules of Procedures for Executive Committee

It was agreed that it would be desirable to have a simple set of rules of procedure (or by-laws) for the Executive Committee covering the following points:

1. Membership of the President Nominee on the Executive Committee
 2. Payment of travel expenses and per diem for Committee members
 3. Regular Committee meetings
 4. Procedure for special meetings
 5. Attendance of Executive Secretary and staff at meetings
 6. Appointment of Treasurer
 7. Establishment of Committee agenda
 8. Suspension and amendment of rules of procedure
 9. Rules for conduct of meetings
- 18

The staff was asked to prepare a draft statement for consideration by the Committee in November.

VII. Action - Approval of membership classification for corporations

The Executive Secretary displayed a series of charts showing the benefits and dues for the various classes of Conference membership. The Officers studied a proposal for a membership classification for corporations and after some discussion decided that the title for the classification should be changed to "Corporation, Association and Foundation Membership," with the understanding that an attempt would be made to recruit all three types of organizations. The Officers approved minimum dues of \$1,000. covering all the privileges of the present Class A membership. It was decided that the Associate Group status was not suited to such organizations and should not be offered as a part of the membership at this time. There was agreement that a value of \$500. should be placed on the services to be rendered these members and that all income received above \$500 should be allocated to a Development Fund to be used for such services and activities as: publications; research in forum activities; honoraria for program participants from non-social work fields, including business, industry and labor; educational exhibits; extension of the public relations activities carried on in connection with the Annual Forum.

VIII. Action - Formulation of plan for financing N.C.S.W. Awards

The Officers studied the plan for N.C.S.W. Awards which had been approved by the Executive Committee in November. The Executive Secretary pointed out that the Officer had been asked to develop a plan for finding financial aid to establish the Awards on a sound base, with particular emphasis on having funds available for a meeting of the proposed Awards Committee and for appropriate publicity.

The Officers discussed the subject at some length and decided to recommend a number of changes in the plan to the Executive Committee. These included the idea that the winners of the Awards should be selected by the Executive Committee, rather than by an Awards Committee, and that the Awards should consist of certificates and not a sum of money. The revised proposal appears in Attachment #1.

IX. Other business

There was no other business.

X. Next Meeting of the Committee

The Executive Secretary reminded the group that the full Executive Committee would meet in Atlantic City as follows:

Sunday, May 9	12:30 p.m. - 3:30 p. m.	(sandwich lunch served)
Friday, May 14	7:30 a.m. - 9:00 a.m.	(breakfast served)

The Executive Committee's attention is called also to the following special affairs:

Monday, May 10	8:15 p.m.	Platform Party
Monday, May 10	10:00 p.m.	Reception
Wednesday, May 12	4:00 p.m.	Annual Meeting of Members

Respectfully submitted,

Harleigh B. Trecker,
Secretary

EXECUTIVE COMMITTEE - MEMORANDUM NO. 63

Plan for National Conference of Social Work Awards
(As revised by N.C.S.W. Officers, March 22, 1954)

N.C.S.W. Award. The Executive Committee at its November 20, 1953 meeting approved in principle that the National Conference of Social Work sponsor the giving of awards for outstanding and creative contributions to human welfare, the awards to be given at the time of the Annual Forum. The purpose of giving the awards is not merely to recognize achievements but to call attention to the significant social problems of our times, important research findings that may lead to their prevention, and outstanding achievements in helping to solve them.

The President was instructed to appoint a small committee to devise ways and means of financing this project, and the proposal was referred to the Officers.

The following procedures and policies in establishing the awards are recommended by the Officers to the Executive Committee:

- (1) Awards may be given to individuals and/or groups. Recipients need not be members of the social work profession or of the National Conference. Emphasis shall be placed on searching out younger workers.
- (2) Awards shall be given only when outstanding recipients are available. When indicated, three awards may be given at each Annual Forum for outstanding contributions in administration, practice, research (including research in basic sciences and unusual contributions in advancing social welfare).
- (3) The selection of the recipients shall be the responsibility of the Executive Committee of the Conference.

The members of the National Conference as individuals or groups shall be asked to nominate possible recipients in the same manner as they nominate individuals for Conference offices and committees, but the final decision lies entirely in the hands of the Executive Committee.

- (4) The public relations value of the awards should be stressed. Every effort should be made to publicize them since they provide an excellent opportunity for telling the public what the principle current social welfare problems are, what can be done to solve them, and what further works need to be done to prevent their continuance.
- (5) The Officers of the Conference shall seek financial aid to establish the Awards on a sound base. However, it is recommended that a certificate be awarded only until such time as funds may be contributed for a monetary grant.

EXECUTIVE COMMITTEE

Minutes

May 9 and May 11, 1954
Atlantic City, N.J.

Attendance

Brooks Potter, President
C. W. Pfeiffer, Second Vice-President
Harleigh B. Trecker, Secretary
Arch Mandel, Treasurer
Arthur Altmeyer
Frederick I. Daniels
F. F. Fauri
Maxwell Hahn
Elizabeth Ross

William Schmidt
Charles Schottland
Violet M. Sieder
Sanford Solender
Jessie Touzel
Wayne Vasey
Ellen Winston
Sidney Hollander (May 11 only)
Maurice Hunt (May 11 only)

Staff

Joe R. Hoffer, Executive Secretary
D. E. Proctor, Assistant Executive Secretary (May 11 only)
Ruth Williams, Assistant Executive Secretary (May 11 only)

Brooks Potter, presiding

I. Approval - Minutes of November 20-21 meeting

It was moved, seconded, and passed that the minutes of the November 20 - 21 meeting of the Executive Committee be approved as distributed.

II. Approval - Agenda

The provisional agenda sent to the Committee members was adopted as the official agenda for the scheduled Executive Committee meetings.

III. Information - Report on administrative developments since Officers' meeting - March 22, 1954

The Executive Secretary presented a summary of the administrative report which was sent to Committee members as Attachment #1 of the agenda. The following matters received special attention during the presentation and discussion.

1. 1954 Annual Forum (Atlantic City)

- a. Advance Hotel Reservations. The advance hotel reservations as of May 1 were 28% over the 1951 Atlantic City figures. From all present indications it appears that we should exceed the 5142 paid registrations in 1951, as well as our 1954 budget estimate of 5500.
- b. Committee on Audio-Visual Aids. The Executive Secretary proposed the establishment of a Committee on Audio-Visual Aids as a standing committee responsible to the Program Committee, to be appointed by the President.

He indicated that several patterns have been used since 1949. The responsibility for the selection of the films to be shown at the Annual Forum has been assumed by the Local Sponsoring Committee and by ad hoc committees in New York and Columbus. Since the Conference Theater has been accepted as an integral part of the Annual Forum program, he recommended that the Program Committee should assume responsibility for this phase of the program as well.

A specific problem which arose this year was presented to the Executive Committee. Objection was raised by a Conference member to the showing of the film "The Young and the Damned" because it had been condemned by the Legion of Decency for public showing. The staff had taken the position in respect to this objection, that the Film Committee's selection could be over-ruled only by the Executive Committee; that the Conference did not endorse the film by showing it; and that the film had been selected primarily for its educational value to a special audience.

The Executive Committee approved this position and authorized the establishment of the Committee on Audio-Visual Aids.

- c. Criteria for the Guidance of the Program Committee. The Executive Secretary reminded the Committee that at its November, 1953 meeting, it had approved a statement of criteria for the program content of the Annual Forum. These criteria were presented to the Program Committee for its guidance and use in reviewing the present program planning process and content.

He also recalled that when the criteria were adopted, several policy questions had been raised by the Subcommittee that formulated the criteria. These were:

1. That if the criteria were thoroughly applied, the program design of the Annual Forum should include meetings and activities which:
 - a. Appeal mainly to social workers;
 - b. Appeal mainly to laymen;
 - c. Appeal to both groups.
2. That there should be more clarity and perhaps revision of our present policy that specialized and technical subject matter should be left to the Associate Groups.
3. That material presented at the Annual Forum should be focussed more effectively on basic social problems and issues.

The Executive Secretary reported that the Program Committee found the criteria very helpful in planning for the Atlantic City Annual Forum.

It was the consensus of the Executive Committee that additional experimentation was needed to test these criteria and that no change should be made at this time.

- d. Recommendation of Committee on Nominations. The Executive Secretary said that this year's Committee on Nominations has recommended that the Conference consider a competitive slate for all Officers and Committee members.

included in the elective process, which would be a change from present practice. The Constitution states: "The Committee on Nominations shall have the function of nominating one or more persons for each of the offices of President, First Vice-President, Second Vice-President, Third Vice-President and Secretary and at least twice as many persons for members of the Executive Committee as there are vacancies in that body. It shall also have the function of nominating one or more persons for the offices of Chairman and Vice-Chairman and at least twice as many persons as are to be elected for the Committee of each Section of the Conference. It shall further have the function of nominating at least twice as many persons as there are vacancies in the Committee on Nominations." The Committee on Nominations proposes that the Executive Committee consider an amendment to the Constitution which would make it obligatory for the Committee on Nominations to formulate a competitive slate for all candidates.

Since the Committee on Nominations has the authority to formulate a competitive slate within the provisions of the Constitution, it has decided to take a partial step in the direction of this goal and plans to present a single slate for Officers for 1956 and a competitive slate for the Chairmen and Vice-Chairmen of each of the Sections.

It was agreed that the Executive Committee would give detailed consideration to the recommendation of the Committee on Nominations at its Fall meeting.

- e. Ad Hoc Committees on Agency Membership Promotion. The Executive Secretary announced that meetings of two Ad Hoc Committees have been scheduled to take place in May. The first one will be held in San Francisco and individuals representing Washington, Oregon and California have been invited to attend. The second meeting will be held in Kansas City, Missouri and representatives from the states of Missouri, Kansas, Iowa, and Nebraska have been invited to meet with the Executive Secretary.

The purpose of these Ad Hoc Committees, which were authorized by the Executive Committee, is to secure some assistance from Conference members in promoting agency memberships as well as attendance at the Annual Forum in San Francisco.

IV. Information - Treasurer's Report - A. Mandel

Mr. Mandel, the Treasurer, presented a brief summary of receipts and expenditures for the first quarter of 1954, as shown in Attachment #2 of the agenda.

The income for the first quarter of 1954 was \$39,508., which compared favorably with the income during the same period in 1953. He said the membership renewals appeared to be fairly strong for the first quarter in comparison with previous years, but the new membership figure for 1954 was low. There appeared to be no explanation of this drop in new memberships this year because the promotion pattern was maintained as in previous years, i.e. widespread distribution of the printed Advance Notice of the Annual Forum, Conference exhibit program, etc. The special membership drives by direct mail have been held usually during the second and fourth quarters.

21

The expenditures for the first quarter of 1954 were \$26,700., which represented an increase over the corresponding period in 1953. However, on the basis of first quarter expenditures, he felt there was every indication that the Conference would keep within the limits of the 1954 budget.

V. Action - Approval of Associate and Special Groups and Exhibitors for 1955

The Executive Committee considered the entire list of Associate and Special Groups and Exhibitors for 1955 as presented (see Attachment #1). The list included the following categories of organizations:

1. Organizations which at present have Associate or Special Group status and to whom applications for 1955 have been distributed;
2. Organizations which the Executive Committee has approved previously as prospects for Associate Group status and with which the Conference is negotiating on an individual basis;
3. Exhibit prospects used in 1954.

The above lists were approved with the understanding that if the organizations submit an application indicating their ability to meet the Associate Group requirements it will be possible to go ahead with arrangements for 1955. Similar approval was given for the exhibit list so that promotion material could be mailed.

All new applications (for Associate Group status or for exhibitors) raising special questions, including requests for exemption from assessment, were deferred for consideration at the Fall meeting of the Executive Committee.

It was moved, seconded and adopted that the Constitutional provision "from time to time" in respect to review previously approved Associate Groups should be interpreted as meaning every two years. Annual review of individual organizations and concerns would be made only if a special problem existed or if a member of the Executive Committee raised a question about any organization.

VI. Approval - Revised plan for N.C.S.W. Awards

The Executive Committee approved the proposal made by the Officers, which was presented as Attachment #4 to the agenda.

The plan as approved includes the following provisions:

1. The National Conference of Social Work will sponsor the giving of awards for outstanding and creative contribution to human welfare, the awards to be given at the time of the Annual Forum. The purpose of giving the awards is not merely to recognize achievements but to call attention to the significant social problems of our times, important research findings that may lead to their prevention and outstanding achievements in helping to solve them.
2. The selection of the recipients shall be the responsibility of the Executive Committee of the Conference.

3. The Officers of the Conference shall seek financial aid to establish the awards on a sound base. However, a certificate shall be awarded until such a time as funds may be contributed for a monetary grant.

VII. Consideration - Report of the Conference Committee on Staff Personnel - W. Schmidt

The report of the Committee (Attachment #2) was accepted with one modification. It was felt that the suggested probationary period of three months after a worker has been rated unsatisfactory was too long a period and might place the Conference in an unfavorable position. It was suggested that this period be reduced materially or left to the discretion of the Executive Secretary.

The Executive Secretary recommended an average monthly payment of \$50.00 to cover special expenses in connection with the New York office and that the National Conference assume one-half of this amount or \$25.00 per month. This was approved.

VIII. Action - Statement on Forum Function of the N.C.S.W. - F. Daniels

Mr. Daniels reminded the Executive Committee that Subcommittee A had been asked to consider the role and responsibility of the Conference in relation to insuring action in the field on issues which the Executive Committee considered of importance particularly those which were being stressed in the Annual Forum in any given year. (See Attachment #3). He said that Subcommittee A had discussed the subject at great length and had come to the conclusion that in view of the wide differences of opinion among the Executive Committee members it would not be appropriate at this time for the Conference to consider any basic change from the traditional interpretation of its forum function.

The Subcommittee recommended, however, that the Conference Bulletin be used as a medium for summarizing the basic problems and issues which were presented on the program of the Annual Forum. The Executive Committee adopted this proposal and instructed the staff to request a statement from each of this year's Section and Common Service Committee chairmen to be used for this purpose in the Summer Bulletin.

IX. Action - Basic Issues and Problems - F. Daniels

Mr. Daniels also recalled that at the November meeting of the Executive Committee it was agreed that in May the Committee would adopt a statement on the basic problems and issues in social welfare which the Committee believe should receive consideration for 1955. A memorandum on the subject (#57) was sent to each member of the Committee on February 19. The suggestions received from the Committee members were reviewed by Subcommittee A and used as a basis for its draft statement for consideration by the full Committee. (See Attachment #4).

The Executive Committee approved the statement submitted by Subcommittee A and instructed that it be turned over immediately to the 1955 Program Committee for their use.

Friday, May 14, 1954

X. Welcome to new members

The President welcomed Mr. Sidney Hollander and Mr. Maurice Hunt as new members of the Executive Committee.

22

XI. Supplementary Financial Report

In the absence of the Treasurer, the Executive Secretary reported on the financial implications of the Atlantic City registration. He said the registration for the 81st Annual Forum was 5000. In view of the near-record advance hotel reservations reported at the Sunday meeting, which indicated an attendance of approximately 6000, the paid registrations were very disappointing. The figure is approximately 500 below the figure used in the 1954 budget estimate. He indicated it was not possible to report at this time what the financial implications might be because it would be necessary to study, not only the receipts from registration, but also the income from membership. He anticipated, however, that the income might be from \$6000. to \$8000. less than anticipated.

The Executive Secretary reported that there was some evidence that a considerable number of people who attended one or more meetings in Atlantic City did not register and this may account in part for the low registration figure.

XII. Consideration - Issues arising out of present Annual Forum.

The Executive Secretary reported that there had been unauthorized distribution of literature during the week in the Auditorium. Since this was done by a group having no connection with the Conference, there was no action the Conference could take.

He also described the situation with regard to the Brighton Hotel, which had caused dissatisfaction on the part of the Associate Groups for whom it was a headquarters, the organizations whose meetings had been scheduled there, and the delegates staying there. When the staff became aware of the conditions all meal functions and most meetings had been transferred to other hotels, which, of course, could not be done without a certain amount of confusion and inconvenience to all concerned. The staff was instructed to send a letter of protest about the Brighton to the Atlantic City Convention Bureau.

XIII. Other business

There was no other business.

XIV. Time and Place of Next Meeting

The Executive Secretary reported that the next meeting is scheduled in Columbus Ohio, on Friday and Saturday, November 12 and 13, 1954.

Respectfully submitted,

Harleigh B. Trecker
Secretary

EXECUTIVE COMMITTEE - MEMORANDUM NO. 66

Report on Associate and Special Groups and Exhibitors

I. Present Associate and Special Groups

The Executive Committee adopted the present statement on "Provisions Governing the Relationship of the National Conference of Social Work to Associate and Special Groups and Exhibitors" in March, 1951. It was distributed to the Associate and Special Groups for the first time in April, 1951 with the applications for status for 1952. The concept of an assessment in connection with the status was introduced in this statement. Since this was a new idea (although it was thoroughly discussed with many of the organizations in the process of formulating the statement), it was decided that the assessment should be optional for 1952. Beginning with 1953, the assessment became obligatory with the proviso that any organization might request an exemption in a letter addressed to the Executive Committee.

The list below summarizes the situation with regard to the assessment for each organization. It might be mentioned that the Executive Committee in the period since March, 1951 has followed a liberal policy with regard to exemptions, and no requests have been denied. The Committee has urged organizations which felt unable to pay the minimum amount to make at least a token payment as an indication of acceptance of the principle of the assessment.

Mention might also be made of the fact that over the past four years there has been considerable progress in regularizing the status of the Associate and Special Groups. Prior to 1950, for example, some of these organizations were not even members of the National Conference. At the present time all the Associate and Special Groups maintain agency memberships at a level of \$35. or more.

Name of Organizations	1952	1953	1954	1955 Pledge	Comments
1. Advisory Committee on Citiz. Participation of CCC and NSWA	None	\$50	\$50	*	Assessment is paid by CCC
2. Amer. Assn. of Group Workers	\$100	\$100	\$100	*	
3. Amer. Assn. of Medical Social Workers	\$100	\$100	\$100	\$100	
4. Amer. Assn. of Psych. Social Workers	None	\$100	\$100	\$35	
5. Amer. Assn. of Social Workers	None	\$100	\$100	\$100	
6. Amer. Cancer Soc.	\$100	\$100	\$100	*	
7. Amer. Federation of Inter. Institutes	\$25	None	None	*	

* 1955 application not yet received.

Name of Organization	1952	1953	1954	1955 Pledge	Comments
8. Amer. Foundation for the Blind	\$100	\$100	\$100	\$100	
9. Amer. Friends Serv. Com.	None	100	100	*	
10. Amer. Home Economics Association	None	None	35	*	
11. Amer. Legion Natl. Child Welfare Division	None	100	100	100	
12. Amer. Natl. Red Cross	100	100	100	100	
13. Amer. Pub. Welf. Assn.	100	100	100	100	
14. Amer. Social Hygiene Assn.	None	None	None	*	
15. Anti-Defamation League of B'nai B'rith	Not an A.G.	100	100	100	
16. Assn. of Junior Leagues of America	None	None	65	*	
17. Association of State Conferences	None	None	None	None	NCSW provides secretariat w/out charge
18. Assn. for Study of Com. Organization	35	50	10	*	
19. Big Brothers of America	100	None	35	*	
20. Child Study Association	Not an A.G.	Not an A.G.	35	*	
21. Child Welfare League	35	100	100	*	
22. Church Conf. of Soc. Work	None	100	100	100	
23. Com. on Social Service Exchange of CCC	None	50	50	*	Assessment is paid by CCC
24. Common Council for Amer. Unity	None	None	None	*	
25. Com. and Social Agency Employees Union, CIO	100	None	None	*	
26. Com. Chests & Councils of America	100	200	200	*	Assessment incl \$50 for Adv. Co C.P. & \$50. for on Soc. Serv. Exch

*1955 application not yet received.

Name of Organization	1952	1953	1954	1955 Pledge	Comments
27. Council on Social Work Education	Not an A.G.	\$ 35	None	\$100	
28. Episcopal Service for Youth	\$ 35	100	\$100	*	
29. Family Service Assn. of America	100	100	100	100	
30. Florence Crittenton Homes Association	50	None	None	*	
31. Girl Scouts of USA, Metropolitan Council	Not an A.G.	Not an A.G.	50	*	
32. Goodwill Industries of America	100	100	50	?	
33. Int. Conf. of Soc. Work U. S. Committee	None	100	100	100	1953 assessment paid by NCSW
34. Natl. Assn. of Housing Officials	Not an A.G.	50	100	*	
35. Natl. Assn. for Mental Health	50	100	50	50	
36. Natl. Assn. of School Social Workers	None	50	100	*	
37. Natl. Assn. on Serv. to Unmarried Parents	50	None	None	100	
38. Natl. Assn. on Sheltered Workshops	50	50	50	*	
39. Natl. Assn. of Training Schools & Juv. Agencies	Not an A.G.	Not an A.G.	35	?	
40. Natl. Child Labor Committee	None	100	100	100	
41. Natl. Com. on Social Aspects of Epilepsy	Not an A.G.	Not an A.G.	50	100	
42. Natl. Conf. of Jewish Com. Service	50	50	100	*	
43. Natl. CIO Com. Services Com.	None	None	100	*	
44. Natl. Council of Churches, Div. of Home Missions	25	None	35	*	

*1955 application not yet received.

Name of Organization	1952	1953	1954	1955 Pledge	Comments
45. Natl. Council of Jewish Women	None	\$ 35	\$ 35	*	
46. Natl. Council on Nat. and Citizenship	None	None	None	None	
47. Natl. Council, Protest. Epis. Church	\$100	100	100	\$100	
48. Natl. Council, YECA's	None	100	100	100	
49. Natl. Fed. of Settlements & Neighborhood Centers	100	100	100	100	
50. Natl. Legal Aid Assn.	50	15	65	*	
51. Natl. Probation and Parole Assn.	None	50	None	*	
52. Natl. Publicity Council for Health & Welfare	None	None	None	*	
53. Natl. Social Welfare Assembly	100	100	100	100	
54. Natl. Soc. for Crippled Children & Adults	100	None	100	*	
55. Natl. Soc. for Prevention of Blindness	None	None	None	*	
56. Natl. Travelers Aid Assn.	100	100	100	100	
57. Natl. Urban League	90	100	100	*	
58. Planned Parenthood Fed. of America	None	100	100	*	
59. Salvation Army	150	150	150	150	
60. Save the Children Fed.	100	None	100	100	
61. Soc. Work Research Group	50	50	100	*	
62. Soc. Work Vocat. Bureau	None	35	35	*	
63. United Com. Def. Serv.	100	100	100	35	
64. United Serv. for New Amer.	100	100	100	100	

*1955 Application not yet received.

II. Associate and Special Group Prospects

The organizations listed below have all been approved by the Executive Committee as prospects for Associate or Special Group prospects during the past two or three years. The staff has been negotiating with them on an individual basis, and where it has seemed appropriate (in relation to the state of the negotiations), invitations have been issued with applications for 1955.

1. American Dietetic Association
2. American Hearing Society
3. American Heart Association
4. American Neurological Association
5. American Nurses Association
6. American Occupational Therapy Association
7. American Orthopsychiatric Association
8. American Psychological Association
9. American Psychosomatic Society
10. Associate Lutheran Charities
11. Boy Scouts of America
12. Boys' Clubs of America
13. Commission on Chronic Illness
14. Council of Jewish Federations and Welfare Funds
15. Girls Clubs of America
16. Lutheran Welfare Conference
17. National Association of Intergroup Relations Officials
18. National Catholic Community Service
19. National Committee on Alcoholism
20. National Committee on Homemaker Service *
21. National Conference of Catholic Charities
22. National Foundation for Infantile Paralysis
23. National Health Council
24. National Jewish Welfare Board
25. National Recreation Association
26. National Tuberculosis Association *
27. Society for Applied Anthropology
28. Society for the Psychological Study of Social Issues
29. United Cerebral Palsy Associations
30. United Defense Fund
31. United Service Organizations
32. Volunteers of America
33. Y.W.C.A. of the U.S.A. *

*Former Associate Group

III. Exhibit Prospects for 1955

The staff recommends the approval of the following groups of exhibit prospects for 1955:

1. Prospects for which Blanket Approvals were Requested and approved for the 1954 Annual Forum
 - a. Associate and Special Groups
 - b. Federal Government departments
 - c. Foreign Government departments
 - d. Schools of Social Work
 - e. Social welfare and related organizations in the host city and approved by the local council of social agencies
 - f. State welfare departments
 - g. United Nations and the Specialized Agencies
 - h. University presses
2. Other non-commercial prospects which were listed and approved as prospects for the 1954 Annual Forum (List will be available at meeting).
3. Commercial prospects which were listed and approved as prospects for the 1954 Annual Forum (List will be available at meeting).

EXECUTIVE COMMITTEE - MEMORANDUM NO. 66

Report of the Committee on Staff Personnel

The Committee on Staff Personnel met on December 17, 1953 and April 23, 1954. Decisions were taken on the following matters:

1. Periodic Evaluation and Supervision

A plan for periodic evaluation of the work of each staff member shall be established. The staff shall participate in formulating criteria for the evaluation of their work and a plan for supervisory conferences at intervals of not more than three months, or oftener if requested by either party involved.

At least once each year at a time specified by the Executive Secretary, (either June 1 or December 1) each supervisor shall put in writing his evaluation of the worker's job performance. The primary evaluation shall be either satisfactory or unsatisfactory. The supervisor shall then summarize the strength and weaknesses of the worker as applied to the individual test of his job, and the standards of performance which needs to be developed.

If the rating is unsatisfactory the worker shall be placed on a probationary status for three months, during which time every effort shall be made to improve his work to satisfactory performance. If this is not possible and the report of the next quarterly conference is also unsatisfactory, the worker will either be separated from employment, or if dissatisfied with the report he may follow the grievance procedure outlined for this purpose.

More emphasis should be placed by the staff on supervision and training for supervision. Suggestion was made that check lists be developed for use in evaluation of workers as a supervisory tool.

2. Emergency Personal Leave

It is recommended that the Executive Committee delete the present paragraphs in the Personnel Manual relating to "Personal Leave" and "Leave for Deaths in the Immediate Family" and substituting for them the following under the title "Emergency Personal Leave":

The Executive Secretary is authorized to grant up to five working days of emergency leaves each year if this is necessitated by such personal considerations as a death, religious holidays, domestic crises, etc. This leave is not cumulative and is not considered a right - but a privilege - to be granted only when circumstances make its use necessary.

3. Per Diem to Staff for Business Purposes

It is recommended to the Executive Committee that the following regulations be adopted:

The National Conference will allow each staff member a per diem for food totaling five dollars for each day (twenty-four hours) while in the Annual Forum city. No accounting of food expenditures will be necessary. A staff member will be granted compensation to reimburse him for costs of attending a function which he attends as a representative of the Conference at the Annual Forum.

Compensation will be granted for unusual expenses incurred in work assignments at any location.

4. Special Expenses of Staff Members

The Committee discussed special expenses of staff members (i.e. the Executive Secretary, in his general duties and the Assistant Executive Secretary, in connection with her duties in the New York office.) These include such items as entertaining special committees meeting in New York, dinner meetings with special representatives of Associate Groups, etc. The Committee recommends that it be ascertained from the Assistant Executive Secretary the extent of these expenses on an average monthly basis and that thereupon the Executive Committee consider a regular expense allowance on a monthly basis to cover such special expenses. A similar arrangement is suggested for the Executive Secretary.

5. The Committee recommends to the Executive Committee that the cost of living increases voted by the Executive Committee in July, 1950 and July, 1951 be incorporated in the regular pay scale plan and that the "cost of living increase" designation be eliminated. The Committee also recommends that the Executive Committee incorporate in the Personnel Manual the following statement with respect to periodic review of the pay schedule:

The Executive Committee shall review with the Personnel Committee at least once each year the Permanent Pay Plan of the Conference.

It was agreed that the first order of business for the next meeting of the Staff Personnel Committee would be a more thorough examination of the pay plan.

6. The Committee recommends that the Executive Committee adopt the following grievance procedure and that it be included in the Personnel Manual in Chapter III as a new sub-section at the end to be numbered seven:

7. Personnel Difficulties and Grievances

Any personnel difficulty or grievance should be taken up by the staff member with his immediate superior and if not satisfactorily adjusted, with the Executive Secretary. In exceptional cases, a staff member may, if desired, take up a particular personnel problem directly with the Executive Secretary. In case of disagreement regarding a final administrative decision, a staff member may request and be granted review of his case. The following steps shall be followed by the staff member and Conference in all such cases:

1. Any formal appeal should first be made to the staff member's supervisor and then if necessary carried to the Executive Secretary.

2. Before requesting a review of the Executive Secretary's decision, a written statement of the issues involved and of the intention to appeal should be furnished to the Executive Secretary.
3. A request for review should be made in writing to the President of the Conference, who should refer it to the Personnel Committee. This Committee has the responsibility to consider every appeal and to decide whether reasonable grounds exist for review.
4. If grounds for review are found, the Personnel Committee shall accept the complaint and request an answer in writing from the Executive Secretary.
5. The Personnel Committee should provide that the staff member concerned and the Executive Secretary be present at all sessions in which evidence is introduced, that each party be privileged to ask that witnesses be heard, and that each party be privileged to question the evidence submitted by the other or by witnesses.
6. When the facts have been submitted and the evidence heard by the Personnel Committee, a report shall be made to the Executive Committee. The report shall deal with the issues raised in the request for review and with the evidence bearing on these issues which has been submitted to the Committee.
7. The decision of the Executive Committee based on these issues shall be communicated to the staff member and to the Executive Secretary and shall be final.

7. Organization of Staff Duties and Responsibilities

The Committee recommended that the present job description be reviewed by the staff with staff members participating and that they be re-written to reflect current responsibilities.

8. Longevity Pay for Staff Members

The Committee discussed the problem of staff members who have reached or will shortly reach the top step in their pay grade and gave consideration to the question of longevity pay for such staff members. The Committee could not agree on a recommendation of a plan for longevity pay but in lieu thereof recommended to the Executive Committee the adoption of the following special provision to be included in the Personnel Practices:

"That the Executive Secretary may grant additional pay to persons reaching the top step in their grade for outstanding performance with the consent of the Staff Personnel Committee and as the budget permits.

"The Committee also discussed the salary of the Executive Secretary and believes that a review of his salary is indicated. It was suggested that data be collected on the salaries of executives of similar organizations, particularly those of the Family Service Association of America, the Child Welfare League of America, the National Social Welfare Assembly, and Community Chests and Councils of America. If the Executive Committee desires, the Personnel Committee will assemble such data for presentation at the Fall meeting of the Executive Committee so as to enable consideration of the Executive Secretary's salary in the light of those paid in comparable positions."

Respectfully submitted,

William D. Schaidt

May 9, 1954

27

EXECUTIVE COMMITTEE - MEMORANDUM NO. 66

Report of Subcommittee A

FORUM FUNCTION OF NATIONAL CONFERENCE OF SOCIAL WORK

History - Stemmed from 1952 Civil Liberties Forum work-up

Executive Committee (November 1952) instructed the President to call a meeting of representatives of professional associations to plan content of a Civil Liberties Forum topic for Conference of 1953.

A very successful 1953 session resulted.

All would have been peace and comfort at this point had not the Executive Committee also instructed the Executive Secretary to ask the representative group if it wished to take any action to assure continued attention to this issue by this field.

The group responded by asking the Conference to convene a similar group (at Cleveland) to further consider the question.

At this second meeting, although the group felt the issue a most important one and that steps under proper auspices should be taken to see that it was kept before the field, the majority of the group felt the Conference was in error in assuming this role; that it should discontinue in this role - and finally, that it was beyond the Conference's Forum function.

When this was reported to the Executive Committee last November, the running debate of pros and cons, and those in-between, might have gone on the "Army vs. McCarthy" routine indefinitely, had not our President, I am sure on "a point of order", somehow manipulated this hot potato to the jurisdiction of Committee A.

Subcommittee A, probably because it happened to have a constituency of "pros" and "in-betweens" - or at least no violent "cons" - thought it had a solution.

Namely, to accept the principle that this form of "promotion" was appropriate to Forum function, and to so clarify the Conference's policy and role.

When this was reported back to the Executive Committee, the opposition blew all fuses and the main circuit, and countered by introducing its own proposal which reaffirmed present Conference Forum limitations.

(over)

EXECUTIVE COMMITTEE - MEMORANDUM NO. 66

Report of Subcommittee A
BASIC ISSUES AND PROBLEMS

This list of basic issues and problems for forum consideration for transmittal to the 1955 Program Committee takes for granted that we have a continuing interest in the fields and subjects which have traditionally been the concern of the National Conference. This statement attempts to highlight some of the current concerns suggested by members of the Executive Committee and summarized by the Subcommittee. No attempt has been made to list the points in any priority order.

- I. Gaining public understanding of the basic character of social welfare services in our social order; achieving wider public appreciation of the total constellation of welfare services in the nation.
- II. How can we have a planned approach to meeting social need together with the preservation of voluntary citizen initiative and of the rights of specialized interest groups?
- III. How can we assure that social welfare services receive the maximum benefit from citizen participation and from the contribution of the expert?
- IV. Creative social planning in relation to the changing character of our population, family structure and communities. Social workers are in an excellent position and have a responsibility to know what is going on in relation to these changes and what the needs are and to interpret these changes. How can agencies meet the need for flexibility and adaptation? What are the implications in terms of decentralization of administration within the community, from one level of government to another (Federal-state), etc.?
- V. Need for a dynamic restatement of government's responsibility for the welfare of the people. Need for a strategy of statesmanship in relating to other groups concerned with the same social ends - housing, education, etc. How to stimulate social workers to recognize this?
- VI. Recruitment for the field. How to make the most effective use of available personnel.
- VII. The pursuit of the broad social objective of serving people involves both concern for refining and improving our practice and relating ourselves to the larger social concerns of this period. How can we answer this challenge and fulfill these inseparable obligations?
- VIII. Problems of support and financing.

Corrected Copy - Budget
4/8/53 - JWB

EXECUTIVE COMMITTEE

Minutes

November 12 and 13, 1954
Columbus, Ohio

Attendance

Arthur Altmeyer, President
Sidney Hollander, First Vice-President
Lucile Kennedy, Third Vice-President
Saul Bernstein, Secretary
Arch Mandel, Treasurer
Brooks Potter, Past President
Benjamin E. Youngdahl, 1956 Presidential-
Nominee

Victor D. Carlson
Frederick I. Daniels

Frans Goldmann, M.D.
Maxwell Hahn
Maurice O. Hunt
Laurin Hyde
David Keppel
Alonso G. Moran
Sanford Solander
Mrs. Russell Swiler
Mrs. Louise Biscoe Trigg

Staff

Joe R. Hoffer, Executive Secretary
D. E. Proctor, Asst. Executive Secretary
Ruth H. Williams, Asst. Executive Secretary
Frances Schmidt, Public Relations Consultant
Ella Wyatt, Administrative Assistant
Dorothy Hankins, Administrative Assistant

Arthur Altmeyer, presiding

I. Approval - Agenda

The agenda was approved in the form in which it had been circulated to the members.

II. Approval - Minutes of Spring meeting (May, 1954)

It was moved, seconded and passed that the minutes of the Spring meeting be approved in the form in which they were distributed.

III. Election - Treasurer for 1954-55

Mr. Mandel was elected Treasurer of the Conference for the year 1954-55.

IV. Information - Report on Administrative developments since the 1954 Annual Forum

The Executive Secretary presented the administrative report, a copy of which had been sent to all Committee members with the agenda. He pointed out that five years had elapsed since the report of the Conference Study Committee and therefore the staff had felt some evaluation of the Conference program for the 1949-1953 period was desirable. For this reason, more background materials than usual had been in-

cluded in the written administrative report. Mr. Hoffer presented two charts, one showing the financial picture of the Conference from 1949-1956. This indicated that income had exceeded expenditures from 1949 to 1953, during which period the Conference had been able to build up the Contingency Reserve, the Annual Forum Reserve and the Publications Reserve. This situation no longer existed, and his best judgment was that Conference income in the future would just about support the present level of operations but would provide no lee-way to rebuild the Annual Forum Reserve which will be depleted by \$7,500.-\$10,000. at the end of 1955. The second chart gave a picture of the organizational structure of the Conference.

There was a brief report on some of the highlights of the International Conference in Toronto, including a few of the problems faced by the Officers and staff in planning productive international meetings.

V. Subcommittee meetings

The four Subcommittees which were set up to give detailed consideration to matters on which decisions were needed met from 11:15 A.M. to 2:30 P.M.

VI. Approval - Reports of Subcommittees

1. Subcommittee A - F. Daniels, chairman. This Subcommittee reported on the following items, all of which related to administration of the Annual Forum:

a. Section and Common Service Committee Structure

Mr. Daniels reminded the Committee that the Conference Constitution provides that: "The Executive Committee shall review the section structure of the Conference at least as often as once every five years." He said that five years of operation under the present structure would be completed with the San Francisco Annual Forum. After consideration of the matter, the Subcommittee recommended (1) that the present structure should be continued for another five years, subject to review at any time if any member of the Executive Committee believes changes desirable or necessary; and (2) that the Executive Committee should issue a statement pointing out to the Program Committee that with the present very broad Sections it is important that adequate attention be given on the Annual Forum programs to the following points: special settings (hospitals, institutions, schools, etc.); special problem areas (the aging, children, the handicapped, etc.); other professions; and international aspects of social welfare. This was adopted.

b. Eduard C. Lindeman Memorial Lectures

The Chairman recalled that the special fund that had been made available by the Russell Sage Foundation to pay an honorarium and expenses to three social scientists in connection with their participation in the 1954 and 1955 Annual Forum programs would be exhausted after San Francisco. The Subcommittee felt that these lectures added to the quality of the program and that it would be desirable to make them a regular feature. In view of the fact that funds for this purpose are not available from the regular budget of the Conference, the Subcommittee recommended that efforts should be made to secure foundation support for the project. This recommendation was approved, and several suggestions of foundations that might be approached were made by Committee members.

c. Basic Problems and Issues

Mr. Daniels summarized the developments in recent years growing out of the concern of the Executive Committee that basic problems and issues facing the social welfare field should receive adequate treatment on the program of the Annual Forum. Since the plan of having the Executive Committee prepare a current listing of basic problems and issues for transmission to the Program Committee had been followed for only one year, the Subcommittee recommended that this should be done again and that this matter should be on the Executive Committee agenda in May. It was suggested that the Program Committee, and, if practicable, the Associate Groups should be polled in advance for their suggestions for the list, in addition to the members of the Executive Committee. The recommendation was adopted.

Mr. Daniels reported that the plan followed this past year of publishing an article in the Summer Bulletin which would present to the membership the basic problems and issues that had received attention at the Annual Forum had not worked out just as anticipated, because the Section and Committee chairmen had in general prepared a summary of each of their meetings instead of highlighting problems and issues. The Subcommittee felt that with more time this year to discuss the matter with the chairmen concerned, it should be possible to secure the kind of statement originally envisaged and the Subcommittee therefore recommended that the plan should be tried again in 1955. This was approved.

d. Division of Subject Matter on the Annual Forum Program

The chairman reported that there appeared to be a growing concern on the part of the Conference Program Committee and the Associate Groups that the distinction between the kinds of subjects each should attempt to cover in its meeting was not clear. The problem had become aggravated with the development of the Combined Associate Group meetings, which are jointly sponsored and planned by some fifty of the national organizations and deal with subjects considered to be of interest to all or many of the Associate Groups. The subjects chosen for these meetings have tended to be somewhat generic in nature and thus similar to the subjects treated in Section and Common Service Committee meetings. The Subcommittee was unable to devote much time to this subject but felt that perhaps there was no serious harm if the same topics were treated from various points of view on the Annual Forum program. The point was also made that meetings of the Sections and Committees are planned by persons who have been elected or appointed on an individual basis, while Associate Group meetings are planned by organizational representatives.

e. General Policies and Procedures on Exhibit Booths

Mr. Daniels said that the Subcommittee had gone over the general policies and procedures governing the exhibit program at the Annual Forum and had no change to propose. Mr. Proctor reported that the present lay-out for the San Francisco meeting would provide for 106 booths, a smaller number than there had been last year in Atlantic City. He indicated that it would be possible to expand and take over space on the second floor if needed.

f. Policy on Sharing Booths

The chairman said the Subcommittee recommended the Conference should continue its present policy of not allowing two or more organizations to share a booth. This policy is given in detail in Attachment #1. Some members of the Committee felt that there might be cases when the policy would result in loss to the

Conference, since organizations which could not afford a booth of their own might sometimes be able to pay half the cost of a booth. However, the recommendation of the Subcommittee was adopted.

g. Commercial Exhibits

Mr. Daniels reported that the Subcommittee had discussed the problem of securing additional commercial exhibitors at the Annual Forum. Mr. Proctor said that for 1955 Mrs. Kaiser, Executive Secretary of the California Conference of Social Work was going to attempt to enlist some commercial exhibitors under an agreement with her organization whereby the California Conference would act as an agent for the National Conference.

During the discussion of this matter by the Executive Committee it was suggested that commercial exhibits should be promoted as a means of institutional advertising as well as a way of selling products to social welfare personnel.

h. Special Exhibits

The chairman said that one facility available in the exhibit area was the Free Literature Table, where organization members might leave material for pickup but which they were not supposed to attend. It is not provided as a substitute for a booth or exhibit. The Subcommittee felt this was a wise policy, and this was confirmed by the Executive Committee.

i. New Exhibitors

The Subcommittee recommended and the Executive Committee approved that authority for approving any new exhibitors between now and the time of the Annual Forum should be placed in the hands of the President and the Executive Secretary.

Mr. Daniels reviewed briefly the history of the various applications for status as an exhibitor which have been submitted by the Human Betterment Federation and the Human Betterment Association, all of which have been turned down. He said that the Human Betterment Federation had recently written to the Conference to ask if there had been any change which would make it worthwhile for the organization to apply again. The Subcommittee had studied the matter and had prepared the following report:

"The Subcommittee feels, and recommends to the Executive Committee, that a group should have achieved a reasonable degree of organizational development and recognition to warrant its acceptance by the Conference as an exhibitor. This should be measured by such factors as medical, social work and other responsible professional sponsorship; the prevalence of working associations between the group and recognized agencies and organizations in the social welfare field; and the spread of the operations of the group throughout the nation as a whole.

"Inasmuch as the group in question does not in the judgment of the Subcommittee at this time satisfy this standard, the Subcommittee recommends that the continued use of the Free Literature Table be permitted the group but that it not be accepted as an exhibitor at present. This matter is subject to review at a future time in terms of the aforementioned criteria if the group re-applies for exhibitor status.

"The Subcommittee also recommends that these criteria shall apply generally

to all applications for exhibitor status in the Conference."

The report was adopted by the Executive Committee.

j. Employment Service

Mr. Daniels reviewed briefly the history of the Employment Service which had been a part of the last two Annual Forums. This Service had been a cooperative project with the Conference providing space and some equipment and furnishings, the USES, through the state employment services, providing the personnel and professional service, and the Conference on Personnel of the National Social Welfare Assembly acting in an advisory capacity.

With regard to 1955, the Subcommittee recommended that the Employment Service be continued as a Conference auxiliary service under the same arrangements described above. It was further recommended that every attempt should be made to secure a sponsor to meet the full costs of the service.

The report was adopted by the Executive Committee.

k. Promotion of the Annual Forum

Mr. Daniels said that the Subcommittee had gone over the promotional pieces used in connection with the Annual Forum and had discussed with Mrs. Schmidt the various methods used for promoting attendance. One member of the Subcommittee had reported that his organization made a special effort to urge its local affiliates to include expenses for attendance at the organization's national meetings in the budgets submitted to the Community Chests, and that the results in increased attendance had been rewarding.

The Subcommittee had suggested to the staff that it might be worthwhile to see if the Community Chests and Councils of America would be willing to run an article in Community on the benefits of attendance at the Annual Forum. It would be desirable, of course, for such an article to be written by a layman, and if it were done reprints could be secured and sent to the agency members of the Conference.

With regard to the promotion of lay attendance, the Subcommittee suggested that a special effort should be made to urge the Associate Groups to pull out of the program, information about meetings of interest to their board members and circularize these in advance of the Annual Forum. It was suggested that the Conference might consider a special piece for boards of Community Chests and Councils of Social Agencies pointing out the meetings of interest to them, since these individuals were probably the best prospects for attendance across the country.

l. Public Relations

The chairman reported that the Subcommittee had discussed briefly the area of responsibility which should belong to the National Conference in relation to interpretation of social welfare in a broad sense. Essentially the Subcommittee felt that the peculiar responsibility of the Conference was in terms of handling publicity around the Annual Forum but that perhaps the Conference needed to be more active in spearheading a cooperative approach to the broader problem with other national organizations,

-6-

It was pointed out in the Subcommittee discussion that the education field has been receiving a much better press recently and that this was probably the result of concentrated efforts to that end. The Subcommittee suggested that while Mr. Seltzer was on the Executive Committee, he should be consulted regarding the value of a meeting to which leading representatives of outstanding newspapers, wire services, special press bureaus, etc. would be invited. The purpose of the meeting would be for the Conference to present to them the newsworthiness of social welfare, to discuss the problems in making an adequate presentation of the facts to the public and to ask their advice on future procedures. The Subcommittee also recommended that the Conference make a concerted effort to tie in the speakers and content of the Annual Forum program with such major radio and TV programs as "Today," "Town Meeting of the Air," etc. The Subcommittee recognized that to undertake either of the proposed projects, additional funds would be required for travel, etc., but the members felt that the results of such top-level planning would be invaluable to the Conference.

m. Registration

The Subcommittee, after studying the matter, recommended that the registration fee for members be increased to \$5.00 and the fee for non-members be increased to \$9.00. While the Subcommittee regretted the necessity for such action, the members felt strongly that raising the registration fees was preferable to increasing membership dues, which appeared to be the alternative. This recommendation was approved by the Executive Committee.

Mr. Daniels outlined the problem presented by individuals attending meetings without registering. This appeared to be partly a question of adequate monitoring at the meeting rooms and partly one of educational work needed among the attenders about the moral and ethical issues involved.

n. Site and Time of 1958 Annual Forum

There was general agreement that the 1958 Annual Forum should be held in the Middle West. After consideration of the various factors involved in costs, available dates, etc., the Committee made the following selections:

First choice	-	Chicago, May 11-16
Second choice	-	Chicago, May 25 - 30
Third choice	-	Detroit or Cleveland

The staff was instructed to proceed with negotiations with the Chicago Convention Bureau on the basis of the above.

2. Subcommittee B - Mrs. L. Trigg, chairman. This Subcommittee reported on following items, all of which are related to the publications program of the Conference:

a. Annual Forum Publications

Mrs. Trigg reported that the Subcommittee recommended that the Conference follow the same pattern with regard to the publications of papers given at the 1955 Annual Forum as had been followed in 1954, i.e.

- (1) Social Welfare Forum (Official Proceedings). Published by Columbia University Press, with the Conference paying the entire printing cost and the cost of mailing to members. The Conference receives two-thirds of the income from the sales of the volume. The papers selected by the Conference Editorial Committee, named by the Conference President.
- (2) Selected Papers in Casework. Published by Family Service Association of America, with the Association paying the entire printing cost and selling copies to the Conference at a reduced price for re-sale to Conference members. The papers selected by an Editorial Committee named by the Conference, with Cora Kasius serving as editor.
- (3) Selected Papers in Group Work and Community Organization. Published by Columbia University Press, with the Conference paying one-half of the printing cost from the Publications Reserve. Columbia University Press retains all income from sales until its investment is recovered, following which the Conference receives all income until its investment is repaid. When both organizations have received their investments, the additional income will be divided equally. The papers selected by the Conference editor on the basis of recommendations made by the Conference Editorial Committee. The editor to be named by the Conference President and to receive an honorarium to be paid from the Publications Reserve.
- (4) Special volume of papers in one area. To be published if recommended by the Conference Editorial Committee. The choice of a publisher to be based on the subject matter of the papers and the working out of a suitable financial arrangement.

The Subcommittee suggested that the following principles be considered for all NCSW publications: (1) that each publication should be used as a device for promoting the Conference, e.g. a statement of the policy and purposes of the Conference should be included on the cover page; and (2) that planning of the publications should be integrated with the Annual Forum program planning.

These recommendations were approved by the Executive Committee.

b. Conference Bulletin

The chairman said that the Subcommittee felt that the new format and other measures taken recently to improve the Conference Bulletin were to be commended. The Subcommittee had discussed the function of the Bulletin and agreed that its major purpose was to serve as a house organ to keep Conference members informed about the organization and its activities. She said the Subcommittee had one suggestion and that was that quotations from speeches, books, articles, etc. on controversial issues in the social welfare field might be printed in the Bulletin, with an indication of the source. The Executive Committee discussed this at some length and appeared to agree that it would be a good idea. It was suggested that in order to provide some limits or guides to the staff, such quotations might be restricted to subjects on the programs of the last or the forthcoming Annual Forum, and the list of basic issues adopted by the Executive Committee last May.

c. Book Service

The Subcommittee recommended that the Book Service to regular members be continued in its present form. The committee suggested: (a) that in so far as possible the list of available books include all the subject headings included in the Social Work Year Book, and (b) that a statement be included in the book list, "that the inclusion of a book does not imply its endorsement by the NCSW."

The recommendations and suggestions were approved by the Executive Committee.

3. Subcommittee C - H. Hunt, chairman. This Subcommittee reported on the following matters related to membership participation of the Conference:

a. Recommendation of Committee on Nominations

The chairman reviewed the provisions of the Conference Constitution which require the Nominations Committee to name twice as many candidates as there are vacancies in elections for Executive and Nominations Committee members and members of the three Sections. He pointed out, however, that the Constitution leaves it within the discretion of the Nominations Committee as to whether it will present a single or a double slate for Officers and Section chairmen and vice-chairmen. The 1954 Nominations Committee had proposed that the Executive Committee consider an amendment to the Constitution which would make it obligatory for the Nominations Committee to develop a competitive slate for all positions. He reported that for the 1955 election the Committee had decided to take a partial step and was presenting a competitive slate for the Section chairmen and vice-chairmen with a single slate for Officers.

The chairman indicated that the Subcommittee had considered the matter at some length and proposed that the Executive Committee recommend to the Nominations Committee that it continue the plan of a double slate for Section chairmen and vice-chairmen on an experimental basis for another two or three years, at which time the Executive Committee would reconsider the question of a constitutional amendment. The Subcommittee felt that one year's experience was not sufficient to make a final judgment. The Subcommittee did not recommend a double slate for Conference Officers at the present time.

The Executive Committee discussed the matter, particularly the importance of ensuring that Section chairmen should be persons with experience as Section members. The Committee approved the recommendations of the Subcommittee with the additional stipulation that both candidates for chairmanship of the Sections should be brought into the work of the Section prior to the election if they were not already members of the Section.

b. Plan for NCSW Awards

The chairman said the Subcommittee had been asked to review the proposed application form for use by those submitting candidates for NCSW Awards and that the Subcommittee had proposed a few changes to the staff. The other question considered by the Subcommittee was how the final selection of recipients was to be made. The Subcommittee recommended that all the

members of the Executive Committee should participate in the selection process for 1955, and that materials about all persons nominated should be circulated to Committee members in time for them to comment and rate the candidates prior to the meeting of the Officers on March 21. This was approved with the understanding that the final decision would be in the hands of the Officers. It was also agreed that in the future the timetable should be such that the choices could be made at the November meeting of the Executive Committee.

c. Membership Promotion

The chairman said the Subcommittee had gone over with the staff the general plans for membership promotion and had made some suggestions, including the idea that during the coming year special emphasis should be placed on promoting "Sustaining" and "Contributing" memberships. The Subcommittee felt that the Conference should stress in its promotion efforts the fact that membership dues have not been increased since 1948, which is in itself unusual and which makes it increasingly necessary to spread the responsibility of support for the Conference over a greater number of members.

d. Membership Dues

Mr. Hunt reported that the Subcommittee had studied the membership dues structure but did not believe any changes should be made at present. On the specific question of whether the "Sustaining" and "Contributing" memberships should be combined into one classification, the Subcommittee felt there were advantages in having the higher classification with dues of \$25. or more and consequently recommended that the two classes be retained. This was approved.

e. Associate Group Relationships

The chairman said the Subcommittee had studied the list of approved prospects for Associate Group status and had no new ones to propose. International Social Service - American Branch, which had been suggested by the staff, was approved as a prospect. He also said that the Subcommittee had gone over the list showing the present Associate Groups and the history of their payments of the Associate Group assessment during the four years that it had been in effect. The Subcommittee recommended a continuation of the policy of not excluding organizations who were unable to pay but suggested that letters pointing out the situation should be written to all those paying less than the minimum. These points were approved by the Executive Committee.

f. Special Relationships

The chairman indicated that the Subcommittee had reviewed the matter of establishing special relationships with the other national agencies which are already Associate Groups and which cut across the field, e.g. National Social Welfare Assembly, American Public Welfare Association, Council on Social Work Education, and the new professional association. The Subcommittee had nothing concrete to propose at this time. In the discussion in the Executive Committee it was suggested that for the present the best plan was to keep the channels of communication open to these organizations, probably through informal staff conferences and occasional meetings of officers.

g. State Conference Relationships

Mr. Hunt reported that the Subcommittee had given some attention to the question of what the relationship of the National Conference to the state conferences should be and how the National Conference could assist the state groups, many of which apparently were experiencing financial difficulties.

The present Conference service to state conferences is restricted primarily to serving as a clearing house and individual consultative functions. It is evident that the state conference movement is faced with many problems but there has not been an objective and comprehensive study which could be useful in tapping national resources.

The basic issue which has been paramount can be defined simply "What is the future role of state conferences?" This issue implies consideration of such major matters as: the major function(s) to be performed, i.e. planning, forum and social action; basis of membership; methods of financing; and relationships with specialized agencies. The Subcommittee recommended that a representative committee be established, whose purpose would be to formulate a guide or frame of reference for future National Conference policy. The Committee would be located in and around a selected city with corresponding members to secure geographic representation. The recommendation was approved by the Executive Committee.

4. Subcommittee D - A. Mandel, Chairman. Mr. Mandel reported on the following matters which had been considered by the Subcommittee:

a. Approval of Financial Reports for 1954 and Budgets for 1955 and 1956

Mr. Mandel called attention to the financial report for 1954 and the proposed budgets for 1955 and 1956, which had been distributed with the agenda. He pointed out that the form of the report and budgets had been changed somewhat from previous years in order to correspond with the form prescribed for the material for the National Budget Committee. This would do away with the necessity for preparing two reports, in addition to which he felt the Executive Committee would undoubtedly find that the requirements of the NRC gave a clearer and more comprehensive picture of the Conference finances and activities.

Subcommittee D recommended the approval of the financial report for 1954, which was based on actual figures from January 1 to September 30 and estimated figures for the final quarter. (The report as presented on pages 11-13 of Attachment #2 of these minutes contains actual figures for the entire year.)

With regard to the budget for 1955, Mr. Mandel pointed out that with our present available resources there would be an anticipated deficit of over \$12,000. This figure includes the approved 5% addition to the top step of salaries in the Pay Plan. \$7,300. of this amount could be attributed to the extra costs involved in going to San Francisco and therefore these expenses would be met from the Annual Forum Reserve. There was a possibility that this amount might be higher, one of the problems in relation to San Francisco being the difficulty in securing accurate estimates of costs. The rest of the deficit would be covered by raising the registration fee to \$5.00 for members and \$9.00 for non-members, as recommended

by Subcommittee A and by this Subcommittee. The 1955 budget was adopted on this basis.

Mr. Mandel said that a budget had been prepared for 1956 for submission to the National Budget Committee. While the Conference did not solicit funds from local community chests as some national agencies did, many chests and councils held memberships, as did many local agencies which were supported by local chests, and it was therefore to the Conference's interest to have a report on its budget sent to all the community chests. In addition, by submitting its budget the Conference was showing its support of the principle of budget review for national agencies. The proposed budget for 1956 was approved (see pages 11-12 of Attachment #2) with the understanding that the Conference would not be committed to the specific amounts.

Mr. Mandel also drew the attention of the Committee to the estimated functional expenditures for 1958 in Table IV (See page 14 of Attachment #2). He said this had been prepared in accordance with the request of the National Budget Committee that each organization should indicate the kind of budget it believed it needed to perform its function effectively. The activities outlined in this budget could be used also as an incentive and basis for raising additional income from foundations, special memberships and contributions. This was approved for submission to the National Budget Committee.

b. Agreement with the California Conference

Mr. Mandel said that the staff had been negotiating with the California Conference concerning an agreement by which that organization would perform certain services for the National Conference, particularly recruiting members, promoting attendance at the Annual Forum, and soliciting commercial exhibitors. He explained that it was necessary for the California Conference to be compensated in some way for these services because it was not planning to hold its annual meeting in 1955 and therefore would lose substantial income in registration fees and memberships. The Executive Secretary pointed out that the extent of the services contemplated was greater than the Conference had requested from other state conferences. The National Conference would guarantee a minimum cash payment of \$1,000. to the California Conference, if it did not earn that much on the basis of the formula outlined in the agreement. The proposed agreement was approved with the explicit understanding that this should not set a precedent for the future. Several Committee members expressed their dissatisfaction with the general idea of such an arrangement.

c. Bylaws and Rules of Procedure

Mr. Mandel recalled that it had been agreed earlier in the year that it would be desirable for the Conference to have a set of bylaws governing the operations of the Executive Committee. The staff had prepared a draft based on traditional practices and suggestions received from members of the Committee, but the Subcommittee did not have sufficient time to complete work on it and therefore recommended that a small ad hoc subcommittee should study it and prepare a final draft for approval of the Executive Committee in May. This was approved.

d. Selection of Auditor

The chairman reported that the Conference had been using an auditor who was not a Certified Public Accountant, although the Constitution required that the accounts be audited by a C.P.A. The Subcommittee recommended that the staff should secure a list of accountants in Columbus from whom the Treasurer would make a selection. This was approved.

e. Corporation, Association, and Foundation Memberships

Mr. Mandel said the Subcommittee had considered the question of the best way to proceed with the recruitment of members in this new classification. It was agreed that a personal approach was necessary and the Subcommittee recommended that members of the Executive Committee agree to take on the responsibility of approaching prospects known to them personally with the detail work being handled by the staff. This was approved.

f. Change of name

Mr. Mandel reminded the Committee that the Subcommittee had been asked to consider the question of whether any further steps should be taken with regard to the name of the Conference. The Subcommittee recommended that the proposal to change the name to National Conference on Social Welfare should be referred to the Conference membership in order to get an expression of opinion. The Executive Committee agreed to this, with the understanding that it would be placed on the 1955 ballot accompanied by a carefully worded statement of the pro's and con's. It was emphasized that this was not a final vote; that in the end the question would have to be submitted to the members in the form of a Constitutional amendment before the change could be made.

VII. Consideration - Report of Program Committee

The President presented the highlights of the Program Committee for the 1955 Annual Forum and called attention to the summary of the October meeting of the Committee which had been distributed with the agenda. There was some discussion of the General Sessions. The Committee members approved particularly the first topic, "The Impact of International Tensions on People," and expressed the hope that if Dr. Ghisholm were not available, efforts would be made to secure someone else who could approach the subject from the same general point of view, rather than from the sociological angle.

With regard to the topic "Juvenile Delinquency", it was pointed out that while the Conference should not try to tell a speaker what to say on a subject, it would be useful to provide the speaker with a frame of reference for this speech, since the subject was one which had been dealt with so frequently.

Some of the members felt that it would be desirable to have a speaker for the subject "Segregation, Desegregation, and Integration" who had been more closely and directly related to the problems involved than had Dr. Hutchins. Several names were proposed for the consideration of the President and the Program Committee.

There appeared to be general agreement that the Program Committee had done an excellent job in picking out for the General Sessions some key problems which were of great importance to the entire field.

41

VIII. Approval - Report of the Committee on Staff Personnel

The report of the Committee on Staff Personnel, consisting of Mrs. John H. Moore, Robert Canary, and Elmer Hixenbaugh, was presented. The following recommendations of the Committee were adopted:

1. That the staff continue with the development of job analyses for all workers in the organization and that a check list based on the job analyses be developed as a tool for evaluation,
2. That certain minor changes be made in the position specifications and incorporated in the Manual.
3. That classifications 1, 2, and 3 be dropped and grade 4 now become grade 1. A statement on temporary employment be substituted as follows:

"Additional workers may be employed for the temporary work when necessary. For the most part these workers will do routine clerical work or straight copy work on a part-time basis and will be paid at a minimum hourly rate of \$1.05. A re-employment increment of 5% may be given to temporary employees with substantial experience in Conference work. When it is necessary to hire staff for work at a higher level, they are to be paid at an hourly rate based on the salary of the permanent staff doing comparable work. Temporary employees shall not receive leave or retirement benefits."

4. That step No. 1 in the present salary classification be eliminated and that an additional 5% be added to the upper bracket. Salaries for step No. 1 become the same as now indicated in step No. 2, those for step No. 2 become the same as those indicated in step No. 3, etc. Step No. 6 thus becomes 5% in excess of what is now indicated for that step. This change does not mean automatic increases to employees now at the top of their classification, but such employees will be eligible for an increase at the time of their next anniversary in 1955.
5. That the salaries in each classification and grade within the classification be modified to show even dollars to the nearest unit of 5 or 0.

A proposal to eliminate the paragraph in the Personnel Manual on Trial or Probationary Employment was not approved by the Executive Committee.

IX. Other business

The Executive Secretary outlined a proposal by which the Conference would charter a plan from a recognized scheduled airline in order to provide reduced fare transportation to San Francisco for the Annual Forum. After some discussion, the Committee decided that this project should not be carried out, partly because of the possible financial risk the Conference might be running in signing a charter and partly because this would be an additional task for the staff which already had more than enough to do.

X. Time and place of next meeting

The Executive Secretary reminded the Committee that the Officers would meet in New York on March 20 and the next full meeting of the Executive Committee would take place in San Francisco on Sunday, May 29, 1955.

Saul Bernstein, Secretary

42

Minutes
Attachment #1
November 13, 1954

EXECUTIVE COMMITTEE - MEMORANDUM NO. 74

Policy on Sharing Exhibit Booths

The Executive Committee endorsed the policy as stated below:

There has been a policy that booths may not be shared by two or more organizations. This has been based on the principles that sharing will tend to confuse the attenders, to make for less attractive booths and to complicate administration and servicing. It will reduce income and in effect will break up standard units into smaller units without making proper physical arrangements for them. The overall appearance and effectiveness of the exhibit program will be jeopardized if sharing is allowed to develop.

Definition of sharing is difficult with all of the different kinds of relationships and affiliations between organizations. The following rules and regulations have been established to control the practice:

1. Exhibit booths cannot be shared by different organizations not administratively related when both or the several organizations are eligible to take exhibit space.
2. Signs in the booths or lists (Final Program, Daily Bulletin, etc.) or notices or ads cannot be used to indicate joint occupancy and servicing of exhibit booths.
3. National organizations may use local organizations to help man booths and provide service but the signs and listing cannot indicate this.
4. Booth holders may display publications or other materials of other organizations and representatives of these organizations may assist in manning the booth or provide service but no organization other than the holder can be listed or otherwise indicated orally or visually as joint occupants as organizations and such displays of materials must be related to a primary function of the booth holder.
5. Inability to pay for exhibit space does not constitute justification for exemption from the rule.

EXECUTIVE COMMITTEE - MEMORANDUM NO. 74

Financial Report for 1954 and Budgets for 1955 and 1956

The National Budget Committee's manual for presenting financial data is being used this year because it provides a more comprehensive and thorough analysis of the Conference program and finances than our usual format. The approved report may be submitted to the National Budget Committee for their approval and transmittal to the community chests of the country.

The highlights of the 1954 Financial Report and the 1955 and 1956 Budgets may be summarized as follows:

1954 Financial Condition

Our vigorous "direct mail" Fall campaign produced an additional income of approximately \$2,000. in membership renewals and new members over our estimated income from these sources for the last quarter. Since our actual total expenditures for 1954 were within our estimates we were able to reduce our anticipated deficit of \$2,000. to practically nil.

1955 Financial Outlook

The action of the Executive Committee in increasing the registration fee for members from \$3.00 to \$5.00 should provide sufficient income (an estimated \$9,000.) to finance the additional basic costs resulting from the normal automatic salary and retirement increases and other essential expenses.

Our prospects for 1955 are therefore encouraging because our anticipated expenditures will only exceed our income by \$5,407. The amount of \$7,300. of these expenditures can be attributed to the additional costs of holding the Annual Forum in San Francisco and therefore is a legitimate charge against the Annual Forum Reserve.

1956 Financial Outlook

The 1956 budget should also be in balance as the result of the anticipated income from registration fees. It is believed that we will be able to meet the major expenditures increases in salaries and wages as well as cushion the expected drop in membership renewals due to our meeting on the West Coast.

Annual Amount Needed To Do an Effective Job

The National Budget Committee requests each agency to estimate the annual amount which an agency could and should use to render effective service within constitutional limits. Its value is to indicate by such measurements of facts and professional judgment as are now available, how much an agency is doing or failing to do of the whole job which needs to be done.

The projects selected in this section and the proposals to finance them will be used as a guide in our efforts to meet the forum needs of the field and to discharge our function adequately.

44

Financial Information
for
National Budget Committee

January, 1955

Table of Contents

	<u>Page</u>
Basic Data about NCSW Question 1 through 16	1 - 10
Table I - Income	11
1954 (Actual)	
1955 (Budget)	
1955 (Approved by N.B.C.)	
1956 (Budget)	
Table II - Line Item Expenditures	12
1954 (Actual)	
1955 (Budget)	
1955 (Approved by N.B.C.)	
1956 (Budget)	
Table III - Balance Sheet	13
Table IV - Estimated Functional Expenditures	14
1954 (Actual)	
1955 (Budget)	
1955 (Approved by N.B.C.)	
1956 (Budget)	
Annual Amount needed to do job effectively by 1958	
Table V - Net Changes in Tables I - IV	15
Basic Data about NCSW Questions 17 through 21	16 - 21
Exhibit A Copy of Letter Certifying Tax Exemption	
B Governing Body	
C Pay Grades and Positions	
D Staff Organization Chart	

1. National Conference of Social Work (NCSW)
22 West Gay Street, Columbus 15, Ohio
345 E. 46 Street, New York 17, N. Y. (Branch office)
2. The NCSW provides a dynamic educational annual forum for the critical examination of basic social welfare problems and issues.
3. Since 1874, the NCSW Annual Forums, publications and services to state and international conferences have been a constructive and vital force in the field of social welfare by:
 - a. providing significant educational values for workers and volunteers;
 - b. offering a unique opportunity for the broadest kind of interpretation to the public;
 - c. providing a chronological and cumulative record of basic developments;
 - d. emphasizing the common elements present among workers and organizations.
4. The NCSW is a voluntary association of individual and organizational members.

ORGANIZATION

5. The Conference was organized in 1874. It was incorporated as a non-profit organization first in Illinois on September 28, 1916. On March 13, 1951 it was incorporated in Columbus, Ohio. Contributions to it are tax exempt. (See Exhibit A)
6. The Executive Committee is the governing body. It is elected by the members in a mail ballot. It is made up of seven officers and 21 other members. Five of the officers are elected annually by the membership, the Treasurer is elected annually by the Executive Committee. The seventh is the Past President. Of the 21 other members, seven are elected annually for three-year terms. No person can be nominated for more than two consecutive terms.
7. The officers of the Conference for 1954-55 are:

Arthur Altmeyer, President — former Commissioner for Social Security, Madison, Wisconsin

Sidney Hollander, First Vice-President — President, The Maryland Pharmaceutical Company, Baltimore, Maryland

Phyllis Osborn, Second Vice-President — Associate Professor, School of Social Administration, University of Chicago, Chicago, Illinois

Lucile Kennedy, Third Vice-President -- Chief, Division of Child Welfare
California State Department of Social Welfare, Sacramento, California

Saul Bernstein, Secretary -- Professor, Boston University School of Social
Work, Boston, Massachusetts

Arch Mandel, Treasurer -- Community Chests & Councils of America, Inc.,
New York, New York

Brooks Potter, Past President -- Attorney, Boston, Massachusetts

Joe R. Hoffer, Executive Secretary, National Conference of Social Work,
Columbus, Ohio

8. (For members of the Executive Committee please see Exhibit B attached.)
9. The way in which the Executive Committee members are selected and their terms are described in No. 6 above.
10. The Executive Secretary, who is the Executive Officer and ex-officio member of the Executive Committee is its only member to receive compensation. The Conference pays travel and living expenses for the Fall meeting of the Executive Committee and the Spring meeting of the Officers.
11. The Executive Committee held two meetings in 1954 with an average attendance of 20 out of 28. The Officers held one additional meeting with an attendance of 5 out of 7.
12. The NCSW has two full-time and one half-time professional staff members; three full-time and one half-time administrative staff members; four secretarial and clerical staff members, all full-time; and a public relations consultant, a research consultant, and a financial records consultant on a per diem basis. Additional temporary staff are employed during the period of the Annual Forum. See Exhibit C for "List of Salary Ranges by Classification of Positions", and Exhibit D for "Chart of Staff Organization."
13. The Conference has individual and organizational members in a large number of communities but it does not have local chapters or branches because it would be a serious waste of funds and effort. Therefore it can work only through such established local organizations as Councils of Social Agencies, State Conferences, professional organizations or other appropriate organizations.

The Conference must look to these organizations to solicit program and nomination suggestions, enlist new members, help interpret the Conference, and in every way stimulate and facilitate membership participation in the program of the Conference.

The Executive and Nomination Committees have representation from each of the nine regions in the country used by the Conference for administrative purposes.

14. The Service Functions of the NCSW

The major function of the Conference is an educational one. The service functions include:

a. Annual Forum Administration

- (1) The Annual Forum. It extends five or six days and includes some 375 separate meetings and nearly 500 speakers, discussants and presiding officers. The types of meetings held are:

- (a) The NCSW Program Committee meetings. These are planned and held directly under the auspices of the NCSW and include three types:

General Sessions addressed by nationally known figures on broad economic and social topics of basic concern to all in the health and welfare field;

Section Meetings dealing with generic subject matter in the field of services to: (a) individuals and families; (b) groups and individuals in groups; (c) agencies and communities;

Common Service Meetings dealing with specific non-technical content in the fields of social research and social studies; personnel and administration; public relations, methods of social action; planning conferences and meetings in social welfare; and, financing of social welfare services; subject matter with which the practitioner, supervisor, administrator, consultant and board members should become acquainted

- 40
- (b) Associate and Special Group Meetings. There are about 60 national organizations which hold status as Associate and Special Groups and which plan and hold approximately 175 of their own meetings in conjunction with the NCSSW. A Committee on Combined Associate Group meetings plan meetings on subjects of common interest and concern to a group of national agencies.
 - (c) Extra Program Meetings. An additional 150 meetings are held which do not appear in the program, as many groups and organizations take advantage of the presence of their constituents to hold special meetings.

(2) Other Annual Forum services include:

- (a) The Exhibits. In 1954, nearly 140 consultation and exhibit booths were set up by national and state social welfare organizations, and a few commercial organizations. Special exhibits included a Combined Book Exhibit and outstanding films in social welfare which are selected and shown by a special committee of the Conference.
- (b) Consultations, conferences and interviews. Attenders find value in talking to leaders and experts and to those with similar experiences in other parts of the country.
- (c) Employment Service. This service inaugurated in cooperation with the National Social Welfare Assembly and the U. S. Employment Service coordinates the job hunting and job finding activities which have always been a part of Annual Forums and without in any way conflicting with individual employment services offered by national agencies. In 1954 one thousand thirty-four job orders came from approximately 750 agencies and organizations in 41 states, the District of Columbia and Hawaii. Three hundred sixty applications from individuals seeking positions came from 35 states, the District of Columbia and U. S. territories.

b. Publications

Publications of the Conference include the Social Welfare Forum, the official Proceedings, volumes of selected papers in Casework; Social Security; Aging; Administration, Supervision and Consultation; Group Work and Community Organization, etc.; and a quarterly Conference Bulletin.

c. Services to State Conferences

The NCSW serves as the secretariat for the Association of State Conferences for which it conducts regional and national meetings, collects and distributes materials of interest to them, makes occasional studies and performs other services.

The NCSW sponsors regional institutes in cooperation with state conferences. At present the pattern is to hold one meeting a year on one of the "common service" subjects. At least seven states are represented and the Associate Groups of the Conference cooperate by providing national leaders and exhibiting materials.

d. International Social Welfare Services

The NCSW has had much to do with originating and fostering the International Conference of Social Work, a world-wide forum organization. The NCSW shares its staff, its office and facilities with the International Conference of Social Work and is reimbursed for most of the services rendered.

In addition the Conference cooperates actively with the U. S. Committee of the I.C.S.W. and other groups in fostering better understanding of international social welfare needs and services.

e. Membership Promotion and Processing

Memberships fall due January 1 or July 1 of each year. Statements and follow-up mailings to members generally include information about book services and other items of interest to members. With about 6000 members and a 20-30% turnover some 8000 memberships are processed in a year. Mem-

bership promotion involves two general methods: (a) direct mail appeals to lists of prospects; (b) invitations to attend the Annual Forum and to become members when registering. Some 30,000 Notices of the Annual Forum and 10,000 preliminary programs were distributed in 1954 through the help of national, state, and local welfare agencies. The temporary staff at the Annual Forum is trained to enlist new memberships.

14. Membership Participation

Membership participation refers to the organization and program maintained to give members full opportunity to participate in developing the program of the Annual Forum, the publications program, and in building the slate of candidates for election to office in the Conference. It covers all services related to the election of officers and committee members, including the work of the Nominations Committee. All services related to the Executive Committee are also included in this item.

15. A Nation-wide View of the NCSW Program

The National Conference of Social Work provides a general educational forum for the problems and methods identified with the field of social welfare and immediately related fields. It has conducted 81 Annual Forums and has published the Proceedings and Selected Papers presented at all these meetings. A special 75th Anniversary historical volume titled "Trends in Social Work as Reflected in the Proceedings of the NCSW 1874-1946" was written by Frank J. Bruno in 1948 and represents one of the basic resources in the field.

These services are for the entire country. It relates to general problems arising from local needs. Its participants are paid and voluntary workers and other laymen interested in social welfare. This is the only agency providing such a forum for the entire social welfare field and for the entire country.

7.

2. Significance of the NCSW

The Conference is recognized as having great influence on social welfare and directly upon the welfare of the people of this country. It has direct influence upon social welfare agencies and their services in local communities.

A Study Committee representing the field of social welfare made a critical study of the Conference and the need for it in 1945 and reported in part, "Conferences and conventions are characteristic phenomena of the American way of life. Social welfare as a modern form of expression of society's concern for human beings is no exception to the rule. . . . The NCSW should be continued in its present form. . . . If the forum function is to be performed properly, it requires democratic control, broad individual and organizational participation and planning and independence of control." Its major aims and objectives are:

1. To provide a medium for the interchange of ideas and techniques between laymen and professional workers, sectarian and non-sectarian groups, racial groups, specialties within the field, and public and voluntary agencies;
2. To assist in improving standards of performance in social welfare and to increase the effectiveness of the individual agencies;
3. To develop a better public understanding of welfare problems, needs, social welfare objectives, programs and methods;
4. To develop citizens' support of and participation in social welfare activities;
5. To emphasize the common elements present among workers and organizations concerned with social welfare programs and services;
6. To assist in sustaining morale among volunteer and paid workers of social welfare organizations;

8. To provide auspices and machinery for related groups.

b. Special Human Needs

The Annual Forum program content encompasses the gamut of human problems which are included in the social welfare field and closely related fields. In the five-year period 1949-53, there were over 2000 individual and group presentations at these Annual Forums. A comparison with the 66 topical subjects in the Social Work Yearbook revealed that the Annual Forum programs included papers on all of these subjects.

The 60 Associate and Special Groups which support the Conference play an important part in the planning process for each Annual Forum. There is an interchange between these groups on program content through two general meetings per year, liaison with the NSCW Section and Common Service Committee chairmen and through regular memoranda.

The Conference is seeking additional means to work cooperatively with national organizations having major forum activities to prevent duplication of effort.

c. Special Emphasis

The themes for the last four Annual Forums were:

1954 Social Welfare 1954 - Inventory and Opportunity

1953 Social Welfare - Everybody's Concerns

1952 Helping Achieve Democracy's Promise for All People

1951 Building Social Welfare for Democracy

While it is difficult to summarize briefly the basic problems which have been given special attention, the theme emphasizes the major thread which characterizes the major presentations to the attendees and the public. In addition, rehabilitation, social work personnel, understanding of group life, new developments and techniques and critical issues in voluntary and governmental programs received attention in the more than 375 meetings scheduled during the Annual Forum held during 1954 in Atlantic City.

16. The NCSW and the Local Community

a. The Conference's Contribution to Local Communities

The NCSW is a voluntary association of approximately 5000 individuals and 1050 local organisational members. An additional 2000 individuals attend each Annual Forum. A considerable but undetermined number of additional individuals read the more than 6000 copies of the official Proceedings which are distributed or sold annually.

The NCSW contributes to stimulating educational growth, establishing and developing self-imposed standards of work and bringing coordinated experience from state, national, and international programs to bear on local social welfare problems by providing:

1. Opportunity to share experiences;
2. Consideration, appraisal and discussion of current economic and social conditions affecting the field of social welfare;
3. Reporting of accomplishments and undertakings;
4. Submitting the results of studies and research;
5. Raising questions, offering ideas, suggestions and recommendations as a basis for the formulation of platforms and the endorsement of specific proposals which may be used by interested organizations.
6. Assisting individuals and organizations with their specific technical and professional problems through exhibits and consultation services at the time of the meetings.

b. Evaluation of Progress

We believe that the Conference remains sensitive to local conditions, needs and reactions. Membership, which is one barometer, has held up despite severe competition for the individual's dollar. Our problem is one of selecting priorities and keeping abreast of the major demands for service and membership participation.

The Study Committee re-affirmed that the Conference was meeting a fundamental need. At present, a continuous evaluation of the Annual Forum is being made to aid in administration and policy determination and development of program content. Attendance at Annual Forums is another rough index of the effect of the Conference on local communities. The paid registration during the past five years has ranged from 5000 to 7126. Attendance at the 1952 Annual Forum in Chicago was next to the highest in the history of the Conference. The paid registration was 7126 as compared to 7205 for the year 1941 in Atlantic City.

c. Service Visits to Local Communities

The Conference staff does not make service visits in the ordinary sense of the term. However, the staff, the officers and Committee Chairmen participate in one year (usually by request) in approximately 38 local, state, national and international activities:

Local Institutes and Groups	20
State Conferences	12
Regional Institutes	3
International Conferences	3

It is estimated that there is some group or staff activity in several hundred local communities in relation to the program of the Conference. The Conference has had invitations from many of the 48 state conferences for visits and additional services such as regional institutes, "on-the-spot" consultation, etc. Many requests from local communities have to be rejected because of the lack of adequate resources.